

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
SEPTEMBER 26, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on September 26, 2001, at 1:00 p.m. Eastern Daylight Time (EDT). The Chairman, Dr. Fred Siegelman of the U.S. Environmental Protection Agency (EPA), led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the documents to be distributed at the NELAC-7i Conference.*

**INTRODUCTION**

Anteon did the attendance roll call and then Dr. Siegelman called the meeting to order.

**TOPICS OF DISCUSSION**

***ISO 17025***

Ms. Debra Conner, from the ISO 17025 subcommittee, will forward changes made to the ISO document to Dr. Siegelman and Ms. Nicole Weymouth for review, further changes, and comments.

Ms. Nicole Weymouth distributed the annotated and final versions of the changes and added the NELAC Appendices. Throughout, there are references updated to refer to the actual section as changed to the ISO organization. Some editorial changes need to be made.

The committee accepted the reorganized ISO document for distribution at the interim meeting.

***PBMS***

Mr. Carl Kircher is preparing a side-by-side comparison chart of the ISO 17025 and PBMS changes for distribution at the NELAC-7i conference.

***ASBESTOS***

Mr. Mike Beard reported that the Asbestos subcommittee draft appendix includes draft sections for analysis of water, wastewater and air by TEM. Sections on analysis of bulk samples by TEM, the analysis of workplace air by PCM, and the analysis of bulk samples by PLM are being developed. Mr. Beard suggested that we present what has been completed at the interim meeting and make a notation that the other sections are in preparation and should be completed after the next four or five teleconferences. If conference attendees have strong concerns about the place markers on how things should be done, we should solicit their comments. Mr. Beard will distribute via email the list to "every AIHA and ASTM interested party".

## ***COMMENTS RECEIVED AND PROPOSED CHANGES TO THE NELAC STANDARD***

Dr. Siegelman indicated that he had incorporated all the comments concerning proposed changes to the standard received by the committee into one document. The committee reviewed and discussed the comments:

New & Reconditioned Instruments - A definition of what instrument requires a demonstration of capability should be included. After discussion, Dr. Siegelman requested that the committee review the proposed draft language by the end of business today and notify him of any changes.

Media Text - Dr. Siegelman reported for Ms. Marty Casstevens that the language stands as written.

Testing for Residual Chlorine - Dr. Siegelman stated that text will not be provided but it will be a point of discussion on the agenda at the interim meeting.

One-Standard Calibration - After discussion, Dr. Siegelman requested that the committee review the proposed draft language by the end of business today and notify him of any changes.

## ***PREPARATION FOR THE INTERIM MEETING***

Dr. Siegelman made a request for a teleconference line for Mr. Beard to join the Quality Systems sessions. Anteon will bring this to management for resolution with Mr. Steve Billets of the EPA.

The committee reviewed and discussed the time and organization of the NELAC-7i proposed agenda. Dr. Siegelman will rearrange the agenda for discussion at the next teleconference.

Dr. Siegelman reported that files will be given to Ms. Jeanne Hankins no later than October 1, 2001 for posting to the NELAC website. The committee discussed how to show the various changes to the Standards. It was recommended and agreed that the double underline will indicate new language and color will be entirely omitted from the document..

## **ADJOURNMENT**

There being no further business, Dr. Siegelman adjourned the meeting.

## **NEXT MEETING**

The next meeting is scheduled for October 9, 2001.

**ATTACHMENT A**

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
SEPTEMBER 26, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	<del>Ms. Casstevens will forward the proposed wording to all Quality Systems Committee members to review</del>	COMPLETE
2	<del>Members to forward any substantive issue NELAC Standards comments to Dr. Siegelman</del>	COMPLETE
3	Dr. Siegelman will forward the NELAC Standards proposed language to Ms. Jeanne Hankins	10/01/01
4	NELAC-7i detailed agendas	11/01/01

**PARTICIPANTS**  
**QUALITY SYSTEMS COMMITTEE MEETING**  
**SEPTEMBER 26, 2001**

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